



BALTIMORE COUNTY
OFFICE OF CENTRAL SERVICES
Records Management Division

SCHEDULE NO.

C-757

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RECORDS RETENTION AND DISPOSAL SCHEDULE

Baltimore County Police Department

Internal Affairs Section

AGENCY

DIVISION

ITEM NO.	DESCRIPTION	RETENTION
	THIS SCHEDULE SUPERSEDES ONLY INTERNAL AFFAIRS RECORD TITLES (Items #13-15) OF SCHEDULE #C638	
1.	<u>GENERAL CORRESPONDENCE</u> Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, miscellaneous files, and other materials related to the administration of the agency.	Screen annually and destroy that material no longer needed for current business. Directives, policies and other material related to the planning and policy that illustrate the development of the agency, retain permanently for eventual transfer to the Archives.
2.	<u>UNOFFICIAL PERSONNEL FILES</u> Files contain information on current employees. Files may contain but are not limited to copies of applications, annual reviews, reprimands and disciplinary actions, awards, doctor slips, accident reports, resumes, etc.	Screen annually and destroy that material no longer needed for current reference. Retain remaining items for two (2) years after termination, then destroy.

SCHEDULE APPROVED BY
RECORDS MANAGEMENT OFFICER

7/11/96 *Sherald A. Lusk*
DATE SIGNATURE

SCHEDULE APPROVED BY
COUNTY ADMINISTRATIVE OFFICER

7/15/96 *James E. K...*
DATE SIGNATURE

SCHEDULE APPROVED BY
AGENCY, OR DIVISION REPRESENTATIVE

7/9/96 *Capt R. H. D...*
DATE SIGNATURE

SCHEDULE APPROVED BY
STATE ARCHIVIST

AUG 11 1996 *Edward C. Pap...*
DATE SIGNATURE



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ITEM NO.	DESCRIPTION	RETENTION
3.	<u>LEAVE AND TIME SHEETS</u> This file contains office copies of employees annual leave and daily time recordings.	Retain for one (1) year, then destroy.
4.	<u>BUDGET RECORDS</u> Annual Budget Submissions Monthly Budget printouts Workpapers	Retain annual submissions for five (5) years, then destroy. Retain all other papers for two (2) years, then destroy.
5.	<u>GENERAL ACCOUNTING RECORDS</u> Files contain office copies of Goods Received Memoranda, billing invoices, expense/travel reports, requisitions, petty cash vouchers, mileage reports, direct payment forms, paid bills, ticket books, purchase orders, deposit slips, receipt books, etc.	Retain for three (3) years, then destroy.
6.	<u>SPECIAL ACCOUNTING RECORDS</u> Audit Reports (Internal or external, financial or program).	Retain one (1) copy permanently for eventual transfer to the State Archives.
7.	<u>FIXED ASSETS FILE</u> Fixed asset printouts (including vehicles) IRA forms (office copy) Lost/stolen forms (office copy) Surplus forms (office copy) Transfer forms (office copy)	Retain fixed asset Printout for one (1) year, then destroy. Retain all other completed forms for three (3) years, then destroy.



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8.	<p><u>I.A.S. JOURNALS AND COMPUTER FILES</u></p> <p>Log books of case numbers assigned to complaints, complainant names, accused names, dates of incidents, and dispositions. Used to track progress of investigations and as a cross-reference index for case files.</p> <p><i>Note:</i> Unsustained, unfounded, acquitted, dismissed or not guilty case information is expunged automatically after five (5) years and, in some cases, may be expunged after three (3) years. Sustained case information is all that remains after five (5) years. Information is currently computerized and no new information is being place in Journals.</p>	<p><u>BOOKS:</u> expunge information of unsustained, unfounded, acquitted, dismissed, or not guilty case information as necessary. Retain books with sustained case information for five (5) years after termination of employment of employees referenced in the books, then destroy.</p> <p>Computer Information is placed on floppy disks. Erase when no longer needed.</p> <p>Retain all unsustained, unfounded acquitted, dismissed or not guilty cases for five (5) years, then destroy or retain until request to expunge is granted.) Retain all sustained cases until five (5) years after termination of employment, then destroy. Erase information stored on disk when information is no longer needed.</p> <p>Retain all unsustained, unfounded acquitted, dismissed or not guilty cases for five (5) years, then destroy, or retain until request to expunge is granted (according to LEOBR - MD Ann. Code Art. 27- sec 728). Retain all sustained cases until five (5) years after termination of employment, then destroy.</p> <p>Erase information stored on disk when information is no longer needed.</p>
9.	<p><u>ACCUSED PERSONNEL CARD INDEX</u></p> <p><u>I.A.S. COMPLAINTS:</u></p> <p>This record consists of Index cards listing I.A.S. complaints, accused personnel names, date of birth, ID number, date of appointment, case number, date of incident, and disposition.</p> <p><i>Note:</i> Unsustained, unfounded, acquitted, dismissed or not guilty case information is expunged automatically after five (5) years and, in some cases, may be expunged after three (3) years. Sustained case information is all that remains after five (5) years. Information is currently computerized and no new information is being place in Journals.</p>	
10.	<p><u>INTERNAL AFFAIRS CASEBOOK</u></p> <p>Internal Affairs Section investigation case files which include, but are not limited to Notes and tapes</p> <p><i>Note:</i> Unsustained, unfounded, acquitted, dismissed or not guilty case information is expunged automatically after five (5) years and, in some cases, may be expunged after three (3) years. Sustained case information is all that remains after five (5) years. Information is currently computerized and no new information is being place in Journals.</p>	
11.	<p><u>INTERNAL AFFAIRS INTELLIGENCE FILES</u></p> <p>These files contain information of a confidential and/or sensitive nature regarding Department personnel . It may include S.I. files.</p>	<p>Retain until inactive, then destroy.</p>